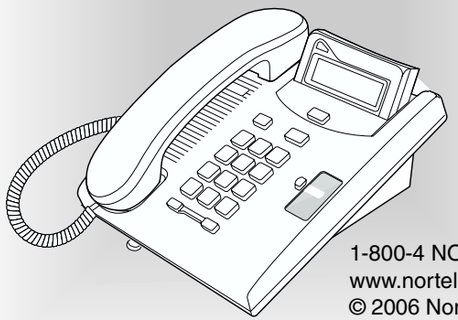
NORTEL

T7100 Telephone User Card



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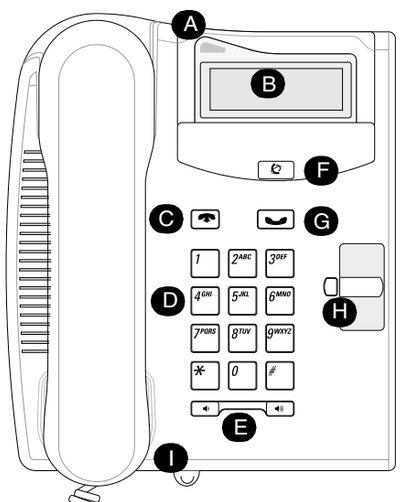
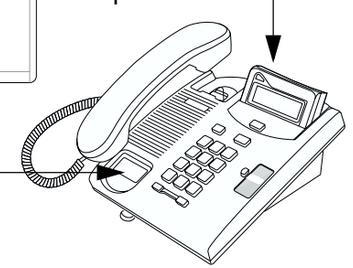


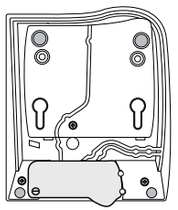
Write your extension number on this card.

Adjust the display to your personal preference.

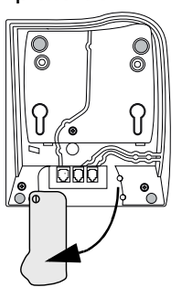


Cord connections

1

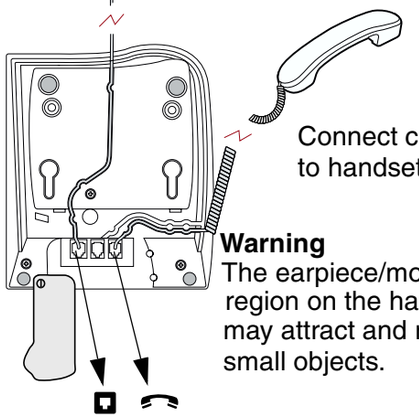


Slide feature card plate down.



2 **Desk mount option**
Route line cord through the stand.

Connect line cord to wall jack.



Connect cord to handset.

Warning
The earpiece/mouthcap region on the handset may attract and retain small objects.

Your T7100 telephone

A **Telephone light**
Flashes for incoming calls. Lights up when Message Waiting Indication (MWI) is supported by system software. Contact your system administrator for more information.

B **Adjustable display**
Shows the time and date, call and feature information.

C **Release button**
Ends an active call or feature.

D **Dial pad**

E **Volume control**
Adjusts the handset and ringer volume.

F **Feature button**
Starts or ends a feature.

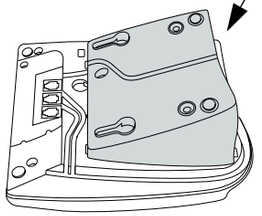
G **Hold button**
Places calls on hold.

H **Memory button**

I **Feature card plate**
Storage compartment for your feature card.

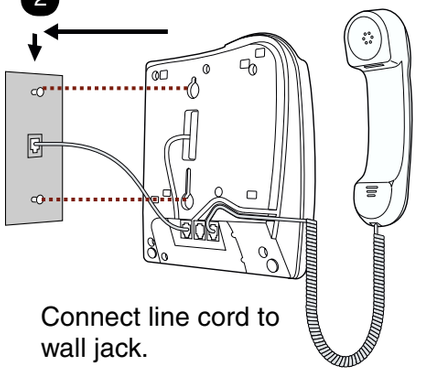
Wall mount without a telephone stand

1 Press here to remove the stand.



Connect cords to the telephone, refer to “Cord connections” illustrations.

2

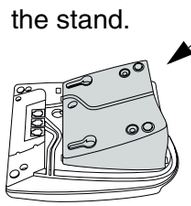


Connect line cord to wall jack.

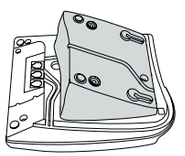
Place the telephone onto the wall mount plate and slide it down.

Wall mount with a telephone stand

1 Press here to remove the stand.

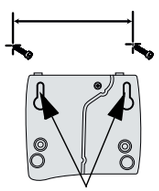


3 Mount the stand as shown.



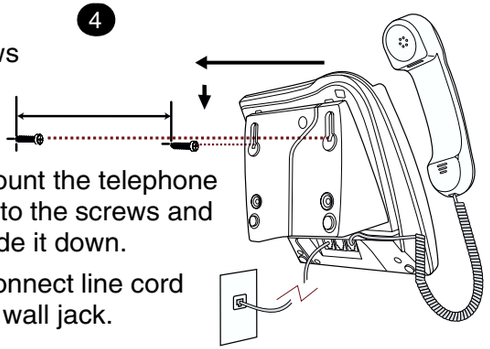
Connect cords to the telephone, refer to “Cord connections” illustrations.

2 Use the key hole slots on the stand to mark the location for the screws. Tighten screws for a secure fit.



key hole slots

4



Mount the telephone onto the screws and slide it down.

Connect line cord to wall jack.

Telephone setup

Display contrast level

Adjust the contrast of your display.

1. Press [✆] [*] [7].
2. Press [1] to [9] to select a contrast level. The higher the number the higher the contrast level.

Language choice

[✆] [*] [5] [0] [1]

Select Primary Language for the telephone display.

[✆] [*] [5] [0] [2]

Select Alternate Language for the telephone display.

[✆] [*] [5] [0] [3]

Select Alternate Language 2 for the telephone display.

[✆] [*] [5] [0] [4]

Select Alternate Language 3 for the telephone display.

Ring type

Select a different ring for your telephone.

1. Press [✆] [*] [6].
2. Press [1], [2], [3], [4], to hear the different ring types.
3. Press [✆] to store the ring type.

Button inquiry

Check what is programmed on your memory button.

1. Press [✆] [*] [0].
2. Read the display.
3. Press [✆] when finished.

Button label

Use the button label strip on the telephone to show what is programmed on your memory button. Spare button label strips are provided with your telephone.

Tip

You can use the Desktop Assistant application to customize button label strips for your telephone.

Go to www.nortelnetworks.com and download the Desktop Assistant application to your personal computer.

Programming the memory button

The memory button stores an autodial number or feature code to give you one touch dialing or feature activation. You can program the memory button with a new number or feature.

External autodial

1. Press [✆] [*] [1].
2. Dial the external telephone number.
3. Press [☎] to store the number.
4. Label your new button.

Internal autodial

1. Press [✆] [*] [2].
2. Dial the extension number.
3. Label your new button.

Features

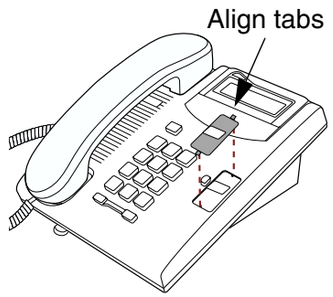
1. Press [✆] [*] [3].
2. Press [✆] and enter the feature code.
3. Label your new button.

How to erase memory buttons

1. Press [✆] [*] [1].
2. Press [☎] to erase the button.

How to label your memory button

1. Remove the plastic lens and button label strip from the telephone.
2. Write the name of the memory button on the button label strip.
3. Insert the button label strip back on the telephone.
4. Insert plastic lens, matching the tabs on the lens with the notches on the telephone.



Making and answering calls

Making external calls

1. Lift the handset.
2. Dial the external code (or line pool code) to access an external line.
3. Dial the external telephone number.

Contact your system administrator to confirm what external code or line pool code to use on your telephone.

Making internal calls

1. Lift the handset.
2. Dial the extension number.

Contact your system administrator for a list of extension numbers.

Answering calls

Lift the handset to answer a call when your telephone rings and the display light flashes.

How to hold calls

1. While on a call, press [☎].
2. To retrieve the held call, press [☎] again.
   Check the display for confirmation or additional information.

Making or answering a second call

The T7100 telephone allows you to have two calls active at the same time. Use [☎] to switch between calls.

To answer a second call while on another call

1. Press [☎] to answer the second call.
   The first call is automatically put on hold.

To hold a call and make a second call

1. Press [☎] to put the first call on hold.
2. Dial the telephone number of the second call.

To return to the first call

1. Press [☎] again to return to the first call.
   The second call is automatically put on hold.